

JOB VACANCY ANNOUNCEMENT

Opening Date: June 28, 2017

Position:

Advisor to the President

Closing Date:

Until Filled

Reports to:

President/CEO

Salary/Wage:

Grade EE; \$87,846 – 95,014, DOE

Department:

Administration

Hours:

Monday – Friday; 8:30am – 5:00pm

Location:

ASNA

Brief Summary:

Assist the President/CEO and Executives in an administrative position, charged with performing administrative work in the area of internal processes in support of the goals and objectives of ASNA/SSMH.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

4-5 years of related work experience required.

Associates degree in Business Administration, Communications or related work experience required.

Desired Knowledge, Skills and Abilities:

- Inupiaq speaking preferred.
- Ability to effectively present information and to respond to questions from groups of managers, clients, customers and the general public.
- Demonstrated ability to collect and process large amounts of data dealing with a variety of subjects and categories.
- Ability to work independently, be self-directed and manage competing tasks and deadlines.
- Ability to project a positive, concerned image to the public.
- Ability to communicate effectively orally and in writing.
- Skills in writing and editing.
- Strong analytical and problem-solving skills.
- Knowledge of Alaska's rural tribal healthcare delivery system and Samuel Simmonds Memorial Hospital.
- Demonstrate cultural competency in working with diverse groups of managers, clients, customers and the general public.
- Proficient in use of computers.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.